

Short Term Payment Plan Request

Part I: Taxpayer Information

1. Business (if applicable)

Business Name			CT Tax Registration Number		
Mailing Address			Telephone Number (daytime) ()		
City	State	ZIP Code			

2. Individual

Name (Last, First, MI)			Social Security Number ____-____-____		
Spouse's Name (if joint request) (Last, First, MI)			Spouse's Social Security Number ____-____-____		
Mailing Address			Telephone Number (daytime) ()		
City	State	ZIP Code			

3. Employment

Employer Name			Spouse's Employer Name		
Employer Address			Spouse's Employer Address		
City	State	ZIP Code	City	State	ZIP Code

Part II: Tax and Payment Information

1. Tax Type:	2. Tax Period:	3. Total Amount Due:
4. Desired Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Weekly		5. Desired Amount for Each Payment:

Part III: Monthly Income

1. Your Income	1.		4. Investment Income	4.	
2. Spouse's Income	2.		5. Alimony Income	5.	
3. Rental Income	3.		6. Other	6.	
7. Total Monthly Income				7.	

Part IV: Monthly Expenses

1. Rent	1.		5. Groceries	5.	
2. Mortgage	2.		6. Credit Card	6.	
3. Utilities	3.		7. Other	7.	
4. Insurance	4.				
8. Total Monthly Expenses				8.	

Part V: Assets

1. Bank Accounts		Name	Balance
1A.			
1B.			
2. Real Estate		Location	Value Mortgage Amount
1A.			
1B.			

Part VI: Declaration

I declare under penalty of law that I have examined this document (including any accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return or document to Department of Revenue Services (DRS) is a fine of not more than \$5,000, or imprisonment for not more than five years, or both. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

Sign Here Keep a copy for your records.	Signature		Print Name	Date
	Title		Telephone (daytime) ()	

Instructions

Use the *Short Term Payment Plan Request* to request a payment plan for outstanding tax liabilities owed to the Department of Revenue Services (DRS).

Who May Request a Short Term Payment Plan Request

Taxpayers or their authorized representative may request a short term payment plan. An authorized representative may be an owner if the business is a sole proprietorship or LLC, a partner if the business is an LLP or partnership, or a corporate officer or director if the business is a corporation. A third party, such as a practitioner, may be authorized to make the request if a properly completed **Form LGL-001**, *Power of Attorney*, is submitted with the request.

Taxpayers requesting a payment plan must meet the following conditions. The taxpayer:

1. Is not already in a collection, warrant, bankruptcy, suspense, collection agency, or Special Investigation Section (SIS) case;
2. Has filed all returns;
3. Owes less than \$3,000; **and**
4. Will pay the entire amount of tax, penalty, and interest **within** one year of the date of payment plan request.

For more information on any of the above conditions that are **not** met, use the following contact information:

- A case was assigned to a collection agency, the taxpayer should contact that agency directly.
- If already working with a revenue agent, call that agent at 860-297-4936
- If a tax warrant exists, call the Collections and Enforcement (C&E) Field Unit at:
Wage warrants, 860-297-3494;
Bank warrants, 860-297-5845; **or**
Other warrants, 860-297-5883.
- If bankruptcy has been filed, call the C&E Bankruptcy unit at 860-297-5921.
- If you owe more than \$3,000, make payment arrangements by contacting C&E at 860-297-4936.

Effective Period of Payment Plans

Once a payment plan is approved, the plan will stay in effect if:

- Accurate, correct, and complete financial information has been provided;
- Each installment is paid timely;

- All future tax obligations are paid timely; **and**
- All financial information is updated upon request by DRS.

Altering Payment Plans

DRS approves payment plan requests based upon current DRS policies. The payment terms may be altered if a review of your current financial records discloses a change in your financial condition or if new DRS policies are established. Taxpayers are given a 30-day notice before any change is made to your payment plan.

If a taxpayer defaults (either by missing payments, submitting less than the amount due, submitting late payments, issuing a bad check, or failing to file and pay future returns in a timely manner), the agreement may be terminated and collection actions taken without further notification from DRS.

Real Estate Liens

DRS may place real estate liens on any property owned during the time period of a payment plan.

Where to Submit

Mail the completed *Short Term Payment Plan Request* to:
**Department of Revenue Services
Collection and Enforcement Division
25 Sigourney Street
Hartford CT 06106**

Related Forms and Publications

For more information, see **Policy Statement 2001(3)**, *Your Rights as a Connecticut Taxpayer*.

For Further Information

Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (in-state); **or**
- **860-297-5962** (from anywhere).

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911.

Forms and Publications

Forms and publications are available anytime by:

- **Internet:** Visit the DRS Web site at **www.ct.gov/DRS** to download and print Connecticut tax forms and publications at any time; **or**
- **Telephone:** Call **860-297-4753** (from anywhere), or **1-800-382-9463** (in-state) and select **Option 2** from a touch-tone phone.